



# JOB OPPORTUNITY CITY OF SPOKANE

## ENGINEERING TECHNICIAN III (Office) SPN 203 OPEN & PROMOTIONAL EXAMINATION

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**SALARY:** \$42,114 annual salary, payable bi-weekly, to a maximum of \$60,823  
**DATE OPEN:** Monday, February 13, 2012  
**DATE CLOSED:** Applications will be accepted until further notice.  
**OFFICE HOURS:** 8:00 a.m. to 5:00 p.m. – Monday through Friday, except holidays

### DUTIES:

Performs supervisory or responsible, sub-professional engineering or planning work in office (CAD) involving the application of technical skills. Organizes and draws complete plans, profiles, and specifications for street improvements, sewer, and water main installations. Uses field notes, and prepares or assists in preparing labor and material estimates. Computes excavation quantities, and prepares property and assessment district descriptions.

### OPEN REQUIREMENTS: (All requirements must be met at the time of application.)

Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering-related field to include algebra, trigonometry, surveying and drafting: AND at least three years of experience in operating modern computer-aided drafting/design equipment. Additional experience may substitute for the education requirements on a year for year basis. Applicants must have a valid driver's license.

### PROMOTIONAL REQUIREMENTS: (All requirements must be met by date of examination.)

Completion of two years of experience in the classification of Engineering Technician II (SPN: 202), Public Works Journey Level Inspector (SPN: 216), or a combination thereof. Applicants must have a valid driver's license.

### EXAMINATION:

The examination will consist of a written test and performance test. Applicants will be notified when and where to appear for both the written and performance tests. Weights are assigned as follows: for open applicants, written test 100%; for promotional applicants, written test 80% and promotional evaluation 20%. Performance test is pass/fail.

The written test may include such subjects as: Plans Reading, Mathematics, Design Standards, Standard Plans.

**NOTE: Electronic calculators are recommended for the examination and will be furnished by the City. Candidates are encouraged to familiarize themselves with the calculators prior to the examination.**

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

### TO APPLY:

To apply online or download and print an application, go to [www.spokanecity.org](http://www.spokanecity.org). **Current City employees who apply promotionally may send an e-mail no later than 5:00 pm on the closing date requesting your name be added to the Promotional Examination list to Civil Service Internet Mailbox which is [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org). Please include: 1) your full name, 2) present classification, 3) department and phone number, 4) driver's license number and expiration date; OR go to the Civil Service office on the 4<sup>th</sup> floor of City Hall during office hours to sign up on the Promotional Examination list.** To request an application packet be mailed to you, call the Civil Service office at (509) 625-6160. If mailing your application, submit to Civil Service Commission, 808 W. Spokane Falls Blvd., Spokane, WA 99201-3315.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 1st day of February, 2012.

MARY DORAN  
Chair

GLENN KIBBEY  
Chief Examiner

**THE CITY OF SPOKANE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER  
SEE OTHER SIDE FOR IMPORTANT INFORMATION**

# GENERAL INFORMATION FOR APPLICANTS

All applicants will receive consideration for employment without regard to age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. Unless otherwise stated, the minimum age for entry employment is 18 years.

## **REASONABLE ACCOMMODATION:**

The City of Spokane strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and should be addressed to the Human Resources Department at 625-6363.

## **APPLICATION:**

All applications must be filed in the Civil Service Office, 4<sup>th</sup> Floor, City Hall. All questions on the application must be answered completely and accurately. Any application may be rejected for cause and the applicant will be so notified. Any license, degree or other document required by the announcement must be presented at time of application. Any originals or copies of such documents will be returned if so requested by the applicant.

## **EXAMINATION:**

Eligible applicants will receive a notification card indicating time and place of examination, and authorizing admittance to the examination. The names of candidates who have passed the examination will be placed on the eligibility list according to their final score.

## **VETERAN'S PREFERENCE:**

A candidate who attains a passing score on the examination may be awarded additional credit for military service in accordance with state law, provided a claim is made on the application and evidence of such service is furnished.

## **MEDICAL EXAMINATION:**

All persons on original entrance must pass a medical examination by a City designated physician before they may be employed.

## **APPOINTMENT:**

For original entry into City employment, selection will generally be made from the top ten eligibles. The top name must be selected from a uniform promotional list, except for reasonable cause. Selection will be made from either the top three eligibles on a non-uniform promotional list or the top three eligibles from the department that has the vacancy. An eligible passed over for employment five times will be removed from the list. Any appointee who fails to report for duty within four days of employment date will be stricken from the list unless reasonable cause is presented. Declining an appointment will result in removal from an eligibility list. Under certain conditions, eligibles may obtain a waiver of certification.

## **PROBATION:**

Original entrance appointees shall have a probation period of one year; promotional appointees shall have a probation period of six months.

## **CHANGE OF ADDRESS:**

Applicants and those on eligibility lists are responsible for promptly notifying the Civil Service Commission of any address or telephone number change. If any eligible cannot

be located because of failure to report change of address, the eligible's name shall be stricken from the eligibility list.

## **BENEFITS:**

Promotions are made by competitive examination; major medical and life insurance policies are available at group rates to employees and families; paid vacation; paid sick leave; paid holidays; social security participation; City retirement program; uniform allowance for certain designated classifications; hazardous duty and/or shift differential pay; tuition reimbursement program.

## **INFORMATION:**

Americans with Disabilities Act and the federal regulations regarding the act and its applicability to the service, programs or activities of the City are available upon request from the Human Resources Department at 625-6363.

## **ADDRESS:**

Civil Service Commission  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201-3315

**PHONE:** (509) 625-6160

**FAX:** (509) 625-6077

## **24-HOUR JOB INFORMATION**

**LINE:** (509) 625-6161

## **WEBSITE:**

[www.spokanecity.org](http://www.spokanecity.org)

## **TDD NUMBER:**

(509) 625-6681